Steps to enable Meazure Learning

Blackboard Original

Setting up exams for proctoring

- First, you need to create the exam within Blackboard as you normally would. The exam requires a name, Display After date/time, Display Until date/time, duration and password and must be available to all students.
  - o **IMPORTANT**: Exam durations and end times must be in 15-minute increments. All times have to end in either :00, :15, :30 or :45. Times like 11:59, for example, will not be supported.
  - o **IMPORTANT**: Exams should not be copied from precious courses. If exams are copied, the tool might not pick up the exam information even though the exams meet all the requirements. Please create all exams from scratch in the new course. In addition, if exams are located in a content module, they may need to be moved directly under Content for the tool to see the exams.
- After your exam is created and meets the configuration requirements, navigate to your Content section, select to add new content and go to the Content Market to locate Proctor U LTI1.3.
- All your exams that meet the requirements will show under Unproctored Exams.
- Select Configure Exam to be proctored and go through the prompted screens to configure the exam. This will then move the exam to the Proctored Exams tab as well as import the data to ProctorU.

Enabling the deep link for student access

- Navigate back to your course page and select Content.
- Select to Build Content and locate Proctor U LTI1.3. This will bring you back to the ProctorU Unproctored/Proctored Exams page.
- Select the Proctored Exams tab to locate the exam you already configured for proctoring.
- Select the setting gear icon to the right of the exam under Actions. Select Insert Link.

Unproctored Exams	**Proctored Exams**

Q Search by exam name

Exam Name	Actions
SP Test 1/13/25	⚙
SP Disable check 2801 - 16cf8109d27f4e1c8b9a2c28a0b9f091	
SP Regress 2801 -1 - 16cf8109d27f4e1c8b9a2c28a0b9f091	
SP Regress 1/15/25	
SP Regress 1/15/25 - 2	
SP Regress 1/15/25 - 3	
PKQuiz1	
VJ-REG-18thdec-Flipper-on	

Edit
Proctoring Settings
Department
Allowances
Exam Windows
Notifications
Access
User Report
Proctoring Settings
Insert Link
Deactivate Exam

- This will create a new content link titled **Schedule & Manage Exam- EXAM NAME** where students will go to create their profile, test their equipment, schedule their exam and connect to their proctor.
    - o **NOTE**: This process needs to be repeated for each exam you will be enabling for proctoring.

Content	Calendar	Announcements ②	Discussions	Gradebook ①	Messages	Analytics	Groups

⠿ 🚀 Schedule & Manage Exam - New Test 5/1/24 - c423b257c3fb4982904d86bca02c7e18   •••
👁 Visible to students ▾
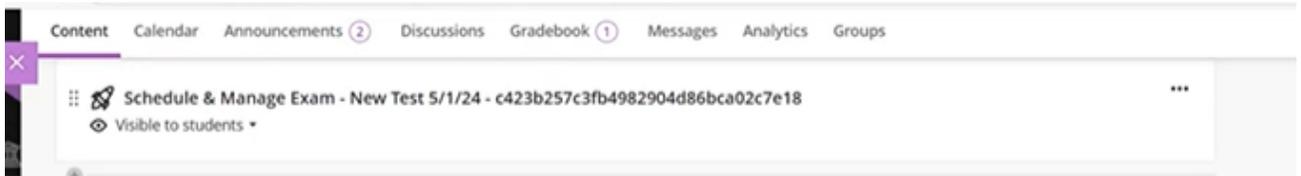
Blackboard Ultra

Setting up exams for proctoring

- First, you need to create the exam within Blackboard as you normally would. The exam requires a name, Access From date/time, Access Until date/time, duration and access code and must be available to all students.
  - o To locate the Access From and Until dates, select the Visible to Students button on the top right of the exam page and then select Release Conditions.
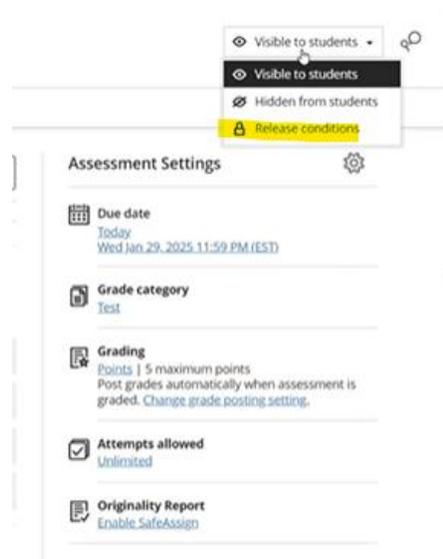
  - o **IMPORTANT**: Exam durations and end times must be in 15-minute increments. All times have to end in either :00, :15, :30 or :45. Times like 11:59, for example, will not be supported.
  - o **IMPORTANT**: Exams should not be copied from precious courses. If exams are copied, the tool might not pick up the exam information even though the exams meet all the requirements. Please create all exams from scratch in the new course. In addition, if exams are located in a content module, they may need to be moved directly under Content for the tool to see the exams.
- After your exam is created and meets the configuration requirements, navigate to your Course Content section, select the Content Market and locate Proctor U LTI1.3.
- All your exams that meet the requirements will show under Unproctored Exams.
- Select Configure Exam to be proctored and go through the prompted screens to configure the exam. This will then move the exam to the Proctored Exams tab as well as import the data to ProctorU.

Enabling the deep link for student access

- Navigate back to your course page and select Course Content.
- Select the Content Market and locate Proctor U LTI1.3. This will bring you back to the ProctorU Unproctored/Proctored Exams page.
- Select the Proctored Exams tab to locate the exam you already configured for proctoring.
- Select the setting gear icon to the right of the exam under Actions. Select Insert Link.

- This will create a new content link titled **Schedule & Manage Exam- EXAM NAME** where students will go to create their profile, test their equipment, schedule their exam and connect to their proctor.
    - o **NOTE**: This process needs to be repeated for each exam you will be enabling for proctoring.